

ProcureAz Alert

Date: May 27, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: "Stuck" Documents will be Unlocked Tonight 5-27-16

Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business. As of this morning the following agencies had locked documents (this week all are requisitions):

Agency	Nbr of Reqs
Forestry	1
ADVS	2
Grand Total	3

The list of specific documents is attached. A follow up email will be sent after the unlock process is complete. If requisitions have processed through to POs that have been sent to their respective vendors, the warning message is still present and will be removed.

The next **scheduled** evening to unlock documents is Friday, June 3rd. If significant system performance issues occur prior to that date the process will be run sooner.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov

Agency	Dept	Req Nbr	Est Cost
ADSPO	Forestry	ADSPO16-00430542	\$ 21.00
ADVS	VSD	ADVS16-00430289	\$ 950.00
ADVS	CEMETERIES	ADVS16-00430918	\$ 8,363.00